

APPENDIX XLIII.

(See Rules 605 and 606.)

RULES REGULATING THE GRANT OF COMPENSATORY ALLOWANCES AND PASSAGES DURING PERIODS OF DEPUTATION OUTSIDE INDIA.

1. The following rules do not apply to cases governed by special rules such as the Study Leave Rules.

2. For the purposes of these rules Government servants are divided into the grades specified in Rule 377 of Chapter XII.

3. Free return passages will be granted to Government servants deputed on duty outside India as follows :—

Government servants in receipt of a pay of Rs. 1,600 per mensem and over.	A passage the cost of which does not exceed that of a passage by P. & O., 1st Class C. Government may, in special cases, grant a passage of a higher grade, on the ground of the high status of the officer concerned.
---	--

Government servants of the first of grade in receipt of a pay of less than Rs. 1,600.	A tourist or second class passage the cost by P. & O., 2nd Class A.
---	---

Government servants of the second grade and Government servants of the third grade.	A tourist or second class passage by the all-sea route, provided that the cost does not exceed the cost of a passage by P. & O., 2nd Class B.
---	---

Government servants of the fourth grade.	A deck passage.
--	-----------------

Note.—In cases in which accommodation is not available by P. & O. steamers, the passages should preferably be booked by the steamers of the British India or the Orient Steam Navigation Companies if this course is possible.

3A. A Government servant deputed on duty out of India should in no case be granted the full cost of the journey by the all-sea route to England unless that journey is actually performed. Those who are specifically instructed by the competent authority to travel overland in the public interest from Marseilles to London should be granted the cost of ordinary railway fare of the appropriate class by the direct route and those who are not required to disembark at Marseilles but do so of their own accord should be given an allowance as fixed for the purpose. The amount of the allowance may be ascertained from the Accountant General.

3-B. 547 113

4. The grant of a return passage to India on the conclusion of a deputation conditional on a Government servant's return to duty forthwith on the conclusion of the period of deputation provided that this rule may be relaxed when leave is granted on medical certificate immediately on conclusion of a period of deputation.

5. Subject to the provisions of Rule 6, a Government servant deputed on duty out of India may be granted by the authority competent to depute him a compensatory allowance not exceeding the following rates from the date of landing in the country of destination to the date of re-embarkation for India:—

			s.	d.	
Government servant of 1st grade	22	6	per diem.
Government servant of 2nd grade	20	0	per diem.
Government servant of 3rd grade	15	0	per diem.
Government servant of 4th grade	10	0	per diem.

6. If a Government servant is permitted to take leave during his deputation, or to delay his embarkation at the conclusion of his deputation by taking leave, payment of compensatory allowance will cease during the period of leave.

7. Travelling expenses when admissible will be granted as follows when actually incurred:—

Rail.

Government servant of 1st grade	...	{	In Great Britain and Northern Ireland:— Second class if available, otherwise third. Elsewhere 1st class.
Government servant of 2nd and 3rd grades.			In Great Britain and Northern Ireland:— Third class. Elsewhere 2nd class.
Government servant of 4th grade	...		Third class.

Steamer.

Government servant of 1st grade	...	First class.
Government servant of 2nd and 3rd grades.		Second class.
Government servant of 4th grade	...	Third class or lowest class.

Provided that in the case of cross-channel passages second grade officers may travel first class. Only the cost of return tickets is allowed when such can be taken.

Note.—(i) Government servants are expected to follow the most economical route and to take advantage of return, cheap day, tourist, week-end or excursion tickets when available, and when a saving may be effected thereby. When it is known that daily journeys between the same two places will be performed on several occasions, a season ticket should be taken if more economical than daily return tickets. Railway officers travelling at concession rates may claim the cost of concession tickets only.

(ii) Delegates to conferences, etc., should utilise any rail and steamer fare concessions offered by conference authorities.

(iii) Government servants travelling by private motor cars, etc., may be granted mileage allowance at the rates and under the conditions prescribed by the Treasury.

8. A Government servant unless otherwise instructed is expected to take up his headquarters at his place of work and will not be refunded the cost of journeys, other than the first and last, between his home or place of residence and headquarters.

9. Necessary incidental expenses such as tax and cab fares, motor hire, etc., may be passed by the High Commissioner, to whom powers are delegated to sanction them at his discretion. The extra cost of sleeping berths or seats in Pullman cars will not be admitted elsewhere than in America.

10. A Government servant ordered to travel by the Overland route to or from India on duty may be granted, in addition to travelling expenses, an inclusive sum of £1 as travelling allowance for the journey between England and the continental port of embarkation for, or disembarkation from, India.

11. If a Government servant, who has made arrangements to spend less than six months on leave in Great Britain during the fiscal year, become liable to British income-tax through being detained on duty beyond that period, he may be granted a compensatory allowance equal to the income-tax on leave pay up to a maximum of six months which he would not have had to pay but for such detention on duty.

12. Nothing in the foregoing rules shall operate to prevent Government in such cases as it thinks fit to do so from reimbursing a Government servant on the basis of actual expenses incurred by him during a period of deputation. In cases in which it is decided to follow this procedure the decision should be made known to the Government servant concerned before he leaves India and he should be instructed that he will be expected where possible to support his claims by the production of vouchers.

13. Government servant who, while on leave in the United Kingdom, attend conferences or congresses in the United Kingdom or on the continent either as official representative of the Government of Bombay or as unofficial visitors, are eligible for the following concessions:—

(1) Government servants who are nominated as official representatives of the Government of Bombay will be placed on deputation for the period involved and will receive the usual travelling expenses and subsistence allowance.

(2) Government servants who are not so nominated will not be placed on deputation, but if it is thought desirable that they should attend as visitors, they may be offered travelling expenses and subsistence allowance as an inducement for them to do so. Further though the Government servant is not an official representative, the India Office will be prepared to render him such service as recommending him, as a visitor to the Congress Authorities.